

OCFO BULLETIN



PUBLISHED BY THE OFFICE OF THE CHIEF FINANCIAL OFFICER OCTOBER 20, 2001 – FY 02 No. 01

INSIDE THIS ISSUE

OMB ISSUES NEW BULLETIN (01-09)2

**INTERAGENCY TASK FORCE FORMED FOR STUDY OF GOVERNMENT PAYROLL
PROCESSING SYSTEMS3**

NEW DOLAR\$ GUI SCREENS.....4

FINANCIAL DATA STORE TRAINING5

OCFO LIBRARY INFORMATION.....5

**ACTING DIRECTOR FOR THE OFFICE OF ACCOUNTING AND PAYMENT
SERVICES6**

IMPORTANT REGIONAL TRANSIT SUBSIDY INFORMATION.....6

ATA UPDATE.....7

DOLAR\$ AVAILABILITY SCHEDULE8

OMB BULLETIN NUMBER 01-09, FORM AND CONTENT OF AGENCY FINANCIAL STATEMENTS

On September 25, 2001, OMB issued a new Bulletin (OMB Bulletin 01-09) setting forth the requirements for financial statements. The Bulletin varies significantly from the May 2001 draft Bulletin. The most significant differences are the deletion of the requirement for program specific financial statements, and the addition of a requirement that an agency whose budget contains monies allocated to another Federal agency must include those funds in its financial statements. Thus, we must include in the Department's Consolidated Financial Statements those Job Corps funds allocated to the Departments of Agriculture and Interior. While this change is not mandatory until FY 2002, we are working with OMB, Agriculture and Interior to adopt the change in our FY 2001 financial statements and to delay the requirement for comparative financial statements until FY 2002.

As with the draft Bulletin, the final Bulletin requires the following:

Accelerated Reporting - The due date for submission to OMB and the Congress of the FY 2001 financial statements, accountability reports and performance reports is **February 27, 2002**. The due dates for the FY 2002 financial statements, accountability reports and performance reports is **February 1, 2003**. In order for the Department to meet these due dates, these items must be ready to go to a printer at least 4 weeks prior to the due date. OMB plans to further accelerate these due dates in future years.

Early Submission to OMB - Financial statements, accountability reports and performance reports are to be provided to OMB for review at least 10 days prior to their release. Since there is a possibility that OMB may require changes to these documents, they will need to be provided to OMB at least 10 days prior to their release to a printer.

Interim Financial Statements - Unaudited interim financial statements are required beginning with financial statements for the six months ended March 31, 2002. These statements are due to OMB by May 31, 2002. Effective with FY 2003, unaudited interim financial statements are to be prepared and submitted to OMB on a quarterly basis (i.e., as of December 31, March 31, and June 30) no later than 45 days after the end of the reporting period. After the first set of interim financial statements for a period, all subsequent financial statements are to be comparative financial statements.

The above will result in significant revisions to the time line for the compilation of financial statements and for the Federal Managers Financial Integrity Act (FMFIA) submissions for the current year.

A complete schedule for the preparation of financial statements will be published by October 31, 2001.

For a copy of the OMB Bulletin Number 01-09 [click here](#)

INTERAGENCY TASK FORCE FORMED TO REVIEW THE FEDERAL GOVERNMENT'S PAYROLL PROCESSING SYSTEMS

On July 18, 2001, OMB Director, Mitchell Daniels, issued a memorandum entitled "Citizen-Centered E-Government: Developing the Action Plan." The memorandum noted that electronic government is one of the five key elements in the President's Management and Performance Plan. Mark Forman, OMB's Associate Director for Information Technology and e-Government, is leading an interagency task force to identify e-Government opportunities. One of the areas that Mr. Forman's task group has decided to review is the federal government's payroll processing systems.

OMB has asked JFMIP to conduct an analysis of federal payroll processing. The objective of this study is to develop an analysis to support capital investment decisions in payroll systems and processes, for input into the Fiscal Year 2003 Budget. JFMIP has prepared a payroll processing survey, to be delivered to OMB on or before November 9, 2001.

Furthermore, JFMIP has asked DOL to be a member of its Payroll Analysis Workgroup along with the Interior, Veteran Affairs, DFAS, GSA, NSA, USDA, and FERC. Teresa Hannan is DOL's representative. A DOL working group was convened on October 12, 2001 to address the JFMIP survey questions, and, after a quick turnaround and review by agency administrative officers, DOL submitted its survey response to JFMIP on Wednesday, October 17, 2001.

CHECK OUT THE NEW DOLAR\$ GUI SCREENS

We are pleased to begin the new fiscal year by offering DOLAR\$ users a dramatic improvement in DOLAR\$ screens. For the first time, we are making available a Graphical User Interface (GUI), which makes our central accounting system's screens look and function like standard Windows screens. We expect that this improved interface will make training new users much easier, and will offer current users, especially infrequent users, more intuitive access to DOLAR\$ to increase their productivity.

This new interface is web-based. Users will access it with their Internet browsers. Desktop requirements are:

1. Access to the DOL Local Area Network (LAN), and
2. Internet Explorer Version 5.5 or Netscape Communicator 4.7 or higher.¹

The system resides on a server in our Office of Financial Systems and has been tested and certified for Departmental use by the OASAM Computer Technology Center.

The new screens look and function like standard Windows screens, but the functionality behind each screen remains the same as the existing DOLAR\$ screens. Each screen is sharper, easier on the eye, and offers options typical of Windows applications such as drop down menus and dialog boxes. OCFO staff worked with Agency users to design the screens to meet their needs.

The instructions for accessing the new interface are attached or [click here](#). Please forward them to your DOLAR\$ users. Use of the GUI is optional for individual users. Those users who prefer to use the old screens may continue to access DOLAR\$ as they always have.

We are pleased to deliver this first phase of DOLARS modernization. Shortly we will also deliver the second phase: the Financial Data Store (FDS). We appreciate the help and suggestions provided to these projects.

If you have any questions, you may contact Janet Laytham via e-mail Laytham-janet@dol.gov or on 202-693-6810.

¹ Some desktop configurations with version 4.0 have been able to access the software.

FINANCIAL DATA STORE (FDS) TRAINING

We recognize that this is a very busy time of the year for all of us, but we ask that you step back for a moment to think about scheduling FDS training this November. As you know, Brio Insight is the desktop software tool we will use to access the Financial Data Store and to pull down only that financial information that suits our particular needs. Until you attend this training, your financial data will remain locked up in the FDS.

FDS is a web-based application. To access FDS, you will need to download Brio Insight to your workstation. To support the FDS design, your workstation must have:

1. Microsoft Windows operating system, NT 4.0 or higher, 95, 98 or 2000;
2. Microsoft Internet Explorer 4.0 or higher or;
3. Netscape Navigator 4.0 or higher.

We will give you the address to the FDS web site after you attend the training session.

The training is only 4 hours: from 10AM to 3 PM in Room C5333. It will be offered on November 1, 2, 5, 9, 13, 14, 15, 16, 19, and 26. The maximum number of attendees is twelve for any given session since it is "hands on" training, and the room only has 12 computers.

Please forward the names of people who will attend the training and their preferred session dates. This information may be sent by e-mail or by telephone to: Pat Clark at Clark-Patricia@dol.gov (202-693-6808); or Janet Laytham at Laytham-janet@dol.gov (202-693-6810).

We appreciate your attention and support for this project.

OCFO LIBRARY NEWS

► What's new!

DLMS 6 Financial Management - As FY 2001 closed, three revisions to DLMS 6 were completed. Find revised Chapter 1200, Working Capital Fund on Stack 1000, Shelf 3 or [click here](#). New Section 740 to Chapter 700 spells out policies for capitalizing internal use software. The procedures can be found on Stack 300, Shelf 3 or [click here](#). Finally OCFO revised Chapter 800, Managerial Cost Accounting. It can be found on Stack 300, Shelf 3 or [click here](#).

- **Financial Statement Guidance** - OMB's new bulletin, OMB Bulletin 01-09 can be found on Stack 200, Shelf 2 or [click here](#). Treasury's Financial Management Service issued guidance on Federal intragovernmental transactions. You will find their guide on Stack 300, Shelf 4 or [click here](#).

- **The OCFO Financial Library never closes.** [ENTER HERE](#).

NEW ACTING DIRECTOR FOR THE OAPS

Yvonne Sims began temporarily serving as the Acting Director of the Office of Accounting and Payment Services, effective October 10, 2001. Yvonne is the OCFO's Management and Program Analysis Officer and has held positions at the Benefits Review Board, Executive Secretariat and the Employment Standards Administration. Additionally, Yvonne served in the Office of the Assistant Secretary for Administration and Management's Business Operations Center as the Financial Management Officer. She brings a strong management background and a solid record of innovative accomplishments to this position.

IMPORTANT REGIONAL TRANSIT SUBSIDY CHANGES

Transit Subsidy reimbursements are no longer being processed by the Department of Labor. An agreement has been made with the Department of Transportation to take over that process. Detailed information will be forthcoming from OASAM.

**ATA Update
as of PP 21, 2001**

Where We Are Now

As of pay period 21, 2001, there were 13,956 ATA users nationwide, about 85 percent of DOL employees.

ATA Users						
Agency	N.O Users	Percentage Using ATA	Regional Users	Percentage Using ATA	Total Agency	Percentage Using ATA
BLS	1,690	100 %	224	23 %	1,914	73 %
ESA	728	100 %	3,385	100 %	4,113	100 %
ETA	625	100 %	680	88 %	1,305	95 %
ILAB	103	100 %	N/A	N/A	103	100 %
MSHA	396	100 %	443	24 %	839	37 %
OASAM	477	96 %	315	100 %	792	98 %
OIG	162	100 %	248	100 %	410	100 %
OSEC	575	100 %	138	100 %	713	100 %
OSHA	414	100 %	1,731	95 %	2,145	96 %
SOL	365	100 %	328	100 %	693	100 %
PWBA	243	97 %	612	100 %	855	99 %
VETS	37	100 %	37	17 %*	74	30 %*
DOL	6,063	100 %	7,893	75 %	13,956	85 %

*The base includes employees in State offices.

If you have any suggestions on how to improve the "look and style" of the OCFO Bulletin or other types of information to be provided, please contact Chaleta Moore at 202-693-6826 or via e-mail moore-chaleta@dol.gov.

DOLARS\$ AVAILABILITY SCHEDULE

October 15, 2001 through September 20, 2001

Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Yvonne Sims at (202) 693-6806 or Naomi Franklin at (202) 693-6843.

OCTOBER 2001

Mon., Oct. 15	-	Fri., Oct. 19	6:00 a.m. to 8:00 p.m.
Sat., Oct. 20	-	Sun., Oct. 21	System Closed
Mon., Oct. 22	-	Fri., Oct. 26	6:00 a.m. to 8:00 p.m.
Sat., Oct. 27	-	Sun., Oct. 28	System Closed
Mon., Oct. 29	-	Wed., Oct. 31	6:00 a.m. to 8:00 p.m.

NOVEMBER 2001

Thur., Nov. 1	-	Fri., Nov. 2	6:00 a.m. to 6:00 p.m.
Sat., Nov. 3	-	Sun., Nov. 4	System Closed
Mon., Nov. 5	-	Fri., Nov. 9	6:00 a.m. to 6:00 p.m.
Sat., Nov. 10	-	Sun., Nov. 11	System Closed
Mon., Nov. 12	-	Mon., Nov. 12	System Closed (Holiday)
Tue., Nov. 13	-	Fri., Nov. 16	6:00 a.m. to 6:00 p.m.
Sat., Nov. 17	-	Sun., Nov. 18	System Closed
Mon., Nov. 19	-	Tue., Nov. 20	6:00 a.m. to 6:00 p.m.